

Approved For Release 2001/07/13 : CIA-RDP81-00112R000400060002-3

| | | | | | | | |
|---|--|--|-----------------------|------------------------|---|---------------------------------|--|
| SUBJECT: (Optional) Promotion Certificates | | | | DDA Registry PERS-1 | | Executive Registry 78-8653/1 | |
| FROM: John F. Blake Deputy Director for Administration 7D 24 Hqs | | | EXTENSION NO. 5454 | | NO. DDA 78-0807/2 | | |
| TO: (Officer designation, room number, and building) | | | DATE | | DATE | | |
| | | | RECEIVED | | FORWARDED | | |
| 1. Director of Central Intelligence 7D 5607 Hqs | | | 0 5 APR 1978 | | 5 APR 1978 | | |
| 2. [Redacted] | | | | | | | |
| 3. DCI | | | 4/5 10 APR 1978 | | [Redacted] | | |
| 4. EO/DDA | | | 4/10 | | John F. Blake | | |
| 5. DDA | | | 10 APR 1978 | | Distribution: Orig RS - DCI 1 - DDCI 1 - ER 1 - DDA | | |
| 6. [Redacted] | | | | | | | |
| 7. D/Personnel | | | | | | | |
| 8. att: Mr. Janning | | | | | | | |
| 9. 5E58 Hqs. | | | | | | | |
| 10. [Redacted] | | | | | | | |
| 11. [Redacted] | | | | | | | |
| 12. [Redacted] | | | | | | | |
| 13. [Redacted] | | | | | | | |
| 14. [Redacted] | | | | | | | |
| 15. [Redacted] | | | | | | | |

Sir:
Attached for your consideration are the promised promotion certificates as devised by OTS.

10 APR 1978
Left hand for
Supers; right
for other pbs
Grant -

DDA Registry
File Pers-1

Promotion Certificates

John F. Blake
Deputy Director for Administration
7D 24 Hqs

5454

DDA 78-0807/2

4 April 1978

Director of Central
Intelligence
7D 5607 Hqs

Sir:

Attached for your consideration
are the promised promotion certificates
as devised by OTS.

/s/ Jack Blake

John F. Blake

Distribution:

Orig RS - DCI

1 - DDCI

1 - ER

~~1~~ - DDA Subj

1 - DDA Chrono

1 - JFB Chrono

DDA:JFBBlake:kmg (4 Apr 78)

the Central Intelligence Agency

**This Certificate
of Promotion
is Presented to**

JOHN DOE GS-10

JUNE 30, 1978



**In Recognition of
Demonstrated Ability,
Loyal Service and
Dedication to Duty**

Director of Central Intelligence

the Central Intelligence Agency



*This Certificate of Promotion
is Presented to*

JOHN DOE GS-10

*In Recognition of Demonstrated Ability,
Loyal Service and Dedication to Duty*

JUNE 30, 1978

Director of Central Intelligence



Central Intelligence Agency

*This Certificate of Promotion
is Presented to*

John Doe

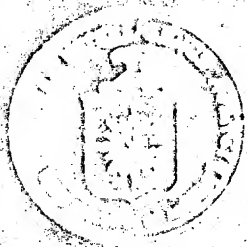
GS-16

30 June 1978

*Supergrade Rank Recognizes
Your Valuable Contribution
to the
National Intelligence Effort*

Director of Central Intelligence

The United States of America



Central Intelligence Agency

**This Certificate
of Promotion
is Presented to**

John Doe

GS-16

**Supergrade Rank
Recognizes Your Valuable
Contribution to the
National Intelligence Effort**

30 June 1978

Director of Central Intelligence

20 MAR 1978

DD/A Registry

78-0807/1

MEMORANDUM FOR: Deputy Director for Administration
FROM : F. W. M. Janney
Director of Personnel
SUBJECT : Promotion Certificates
REFERENCE : DDA Memo 78-0807, dtd. 28 Feb 78

1. In response to the referent memorandum we have prepared the attached six draft promotion certificates. There are three possible certificates for the grades up to GS-15 and three certificates which could be used, with necessary modification, for supergrade, SPS and EP promotions.

2. We have delivered these drafts to OTS to prepare mock-ups of a quality suitable for presentation to the Director. All artists are currently assigned to a high priority project and it could be as long as two weeks before the certificates are ready.

3. The OTS representatives are anxious to assist us in any way possible. In addition to our concepts, they would like to develop an original design. This would be very desirable since we have had to borrow from existing certificates to draft our proposals. It is, therefore, recommended that we defer further consideration of the promotion certificates until the OTS mock-ups are completed. We will, of course, do everything in our power to encourage the early completion of the project.

[REDACTED]
F. W. M. Janney

STATINTL

Atts

"To 3

"This merely represents a status report on a matter concerning which you have interest.

"P.S. Will hold off until Para 3 content available before showing you examples."

DDA Registry

File *Pers-1*

DDA 7-0007

28 February 1978

MEMORANDUM FOR: Director of Personnel

FROM: John F. Blake
Deputy Director for Administration

Fred:

1. The Director has asked that we give consideration to developing a type of certificate which would be given to employees upon their promotion. Such certificates, obviously, could be retained only by those who are not in a cover status.

2. Would you please undertake the necessary work to have several exemplars of certificates drawn up. I would suggest that one type be used for the grades up to GS-15 and another type be used for the supergrades. I would further suggest they be designed for the Director's signature and I am sure we can obtain his permission to use the autopen.

3. If you have any particular viewpoints on this matter, please furnish them to me at the time you forward the draft certificates.

JF/ Jack

John F. Blake

Distribution:

Orig - D/Pers

2 - DDA subj chrono

1 - JFB Chrono

DDA:JFBBlake:kmg (28 Feb 78)

Approved For Release 2001/07/12 : CIA-RDP81-00142R000400060002-3

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM
UNCLASSIFIED CONFIDENTIAL SECRET

OFFICIAL ROUTING SLIP


| TO | NAME AND ADDRESS | DATE | INITIALS |
|----|------------------------------------|------------|----------|
| 1 | Deputy Director for Administration | | |
| 2 | EO/DDA | 4/4 | Hasseger |
| 3 | ADDA | 4 APR 1978 | ky |
| 4 | DDA | | |
| 5 | | | |
| 6 | | | |

| | | |
|--------------------------------------|---------------------------------------|---|
| <input type="checkbox"/> ACTION | <input type="checkbox"/> DIRECT REPLY | <input type="checkbox"/> PREPARE REPLY |
| <input type="checkbox"/> APPROVAL | <input type="checkbox"/> DISPATCH | <input type="checkbox"/> RECOMMENDATION |
| <input type="checkbox"/> COMMENT | <input type="checkbox"/> FILE | <input type="checkbox"/> RETURN |
| <input type="checkbox"/> CONCURRENCE | <input type="checkbox"/> INFORMATION | <input type="checkbox"/> SIGNATURE |

Remarks:

Jack:

This package completes the examples you asked for.


F. W. M. Janney

FOLD HERE TO RETURN TO SENDER

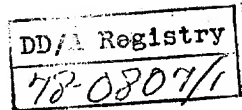
FROM: NAME, ADDRESS AND PHONE NO.

Director of Personnel

Approved For Release 2001/07/12 : CIA-RDP81-00142R000400060002-3

UNCLASSIFIED CONFIDENTIAL SECRET

20 MAR 1978



MEMORANDUM FOR: Deputy Director for Administration

FROM : F. W. M. Janney
Director of Personnel

SUBJECT : Promotion Certificates

REFERENCE : DDA Memo 78-0807, dtd. 28 Feb 78

1. In response to the referent memorandum we have prepared the attached six draft promotion certificates. There are three possible certificates for the grades up to GS-15 and three certificates which could be used, with necessary modification, for supergrade, SPS and EP promotions.

2. We have delivered these drafts to OTS to prepare mock-ups of a quality suitable for presentation to the Director. All artists are currently assigned to a high priority project and it could be as long as two weeks before the certificates are ready.

3. The OTS representatives are anxious to assist us in any way possible. In addition to our concepts, they would like to develop an original design. This would be very desirable since we have had to borrow from existing certificates to draft our proposals. It is, therefore, recommended that we defer further consideration of the promotion certificates until the OTS mock-ups are completed. We will, of course, do everything in our power to encourage the early completion of the project.

(SIGNED) F. W. M. Janney

F. W. M. Janney

Atts

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

PROMOTION CERTIFICATES

DD/A Registry
File Personnel-1

FROM: F. W. M. Janney
Director of Personnel
5 E 58, Hq.

EXTENSION

NO.

6825

DATE 20 MAR 1978

TO: (Officer designation, room number, and building)

3/21 DATE

RECEIVED FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Deputy Director for Administration
7 D 18, Hq.

2.

3. DCI

4.

5.

agree

To 3
This merely represents a status report on a matter concerning which you have interest

To 3
 "This merely represents a status report on a matter concerning which you have interest."
 /s/Jack Blake
 P.S. Will hold off until Para 3 content available before showing you examples."

DDA:JFBlake:kmg (21 Mar 78)

Distribution:

Orig RS - DCI w/Orig att

1 - DDCI

1 - ER

1 - DDA Subj

1 - DDA Chrono

1 - JFB Chrono

Att: Memo dtd 20 Mar 78 to DDA fr D/Pers, subj: Promotion Certificates (DDA 78-0807/1) w/o atts

13.


14.

15.

17 March 1978

MEMORANDUM FOR: Director of Personnel

STATINTL

FROM : 
Chief, Benefits and Services Division

REFERENCE

SUBJECT : Promotion Certificates

REFERENCE : Memo from DDA to D/Pers, same subject,
dated 28 February 1978

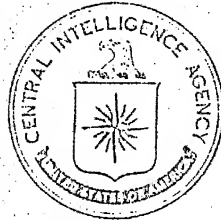
1. On 17 March 1978 we delivered to OTS 6 suggested drafts of certificates of promotion - 3 for supergrades and 3 for other grades. Copies of these suggested certificates are attached. The OTS representative was most cooperative and in addition to our concepts wanted to have one of his artists design a certificate on his own for our consideration. The difficulty is in the time it will take to prepare mock-ups of these certificates of a quality acceptable for presentation to the Director. All artists are currently assigned to a high priority project and it could be as long as 2 weeks before our certificates are ready.

2. May we suggest that the attached xerox copies of the concepts presented to OTS be shown to the DDA to advise him of the status of this project and that the OTS mock-ups be delivered as soon as they are produced.



STATINTL

Atts



Central Intelligence Agency Certificate of Promotion

PRESENTED TO

JOHN JONES, GS-6

IN RECOGNITION OF DEMONSTRATED ABILITY, LOYAL SERVICE
AND DEDICATION TO DUTY.

15 MARCH 1978

DIRECTOR OF CENTRAL INTELLIGENCE

The Central Intelligence Agency



THIS CERTIFICATE OF PROMOTION

IS PRESENTED TO

JOHN JONES, GS-6

IN RECOGNITION OF DEMONSTRATED ABILITY, LOYAL SERVICE
AND DEDICATION TO DUTY.

15 MARCH 1978

DIRECTOR OF CENTRAL INTELLIGENCE

The Central Intelligence Agency



PRESENTS THIS

CERTIFICATE OF PROMOTION

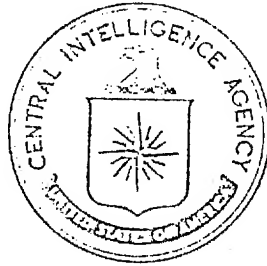
TO

JANE JONES, GS-11

IN RECOGNITION OF DEMONSTRATED ABILITY, LOYAL SERVICE
AND DEDICATION TO DUTY.

DIRECTOR OF CENTRAL INTELLIGENCE

The United States of America



Central Intelligence Agency

PRESENTS THIS

CERTIFICATE OF PROMOTION

TO

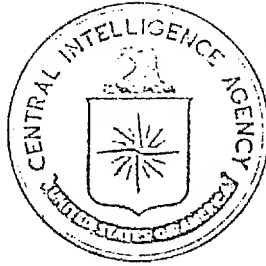
MR. ROBERT A. SMITH, SPS-5

THE VALUABLE CONTRIBUTION YOU HAVE MADE TO THE NATIONAL
INTELLIGENCE EFFORT IS RECOGNIZED BY THIS SCIENTIFIC
PROMOTION.

15 MARCH 1978

DIRECTOR OF CENTRAL INTELLIGENCE

The United States of America



Central Intelligence Agency

PRESENTS THIS

CERTIFICATE OF PROMOTION

TO

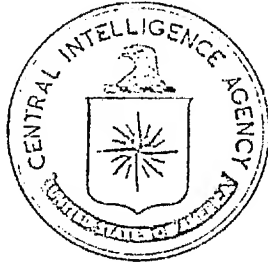
MR. ROBERT A. SMITH, GS-16

SUPERGRADE RANK RECOGNIZES YOUR VALUABLE CONTRIBUTION
TO THE NATIONAL INTELLIGENCE EFFORT.

15 MARCH 1978

DIRECTOR OF CENTRAL INTELLIGENCE

The United States of America



Central Intelligence Agency

PRESENTS THIS

CERTIFICATE OF EXECUTIVE PROMOTION

TO

ROBERT A. SMITH

WHOSE PROMOTION TO ... IS IN RECOGNITION OF VALUABLE
CONTRIBUTION TO THE NATIONAL INTELLIGENCE EFFORT.

15 MARCH 1978

DIRECTOR OF CENTRAL INTELLIGENCE

78-480

DDA 78-0807

28 February 1978

MEMORANDUM FOR: Director of Personnel

FROM: John F. Blake
Deputy Director for Administration

Fred:

1. The Director has asked that we give consideration to developing a type of certificate which would be given to employees upon their promotion. Such certificates, obviously, could be retained only by those who are not in a cover status.

2. Would you please undertake the necessary work to have several exemplars of certificates drawn up. I would suggest that one type be used for the grades up to GS-15 and another type be used for the supergrades. I would further suggest they be designed for the Director's signature and I am sure we can obtain his permission to use the autopen.

3. If you have any particular viewpoints on this matter, please furnish them to me at the time you forward the draft certificates.

STATINTL

John F. Blake

Distribution:
Orig - D/Pers
2 - DDA

DD/A Registry
File Pers-1

DDA 78-0807

28 February 1978

MEMORANDUM FOR: Director of Personnel

FROM: John F. Blake
Deputy Director for Administration

Fred:

1. The Director has asked that we give consideration to developing a type of certificate which would be given to employees upon their promotion. Such certificates, obviously, could be retained only by those who are not in a cover status.

2. Would you please undertake the necessary work to have several exemplars of certificates drawn up. I would suggest that one type be used for the grades up to GS-15 and another type be used for the supergrades. I would further suggest they be designed for the Director's signature and I am sure we can obtain his permission to use the autopen.

3. If you have any particular viewpoints on this matter, please furnish them to me at the time you forward the draft certificates.

/s/ Jack

John F. Blake

Distribution:

Orig - D/Pers

2 - DDA subj chrono

1 - JFB Chrono

DDA:JFBBlake:kmg (28 Feb 78)